



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

LEGAL SUPPORT MANAGER

Class No. 002899

■ CLASSIFICATION PURPOSE

To plan, organize, and direct through subordinate supervisors the legal clerical activities and daily operations involved in the preparation, processing, maintenance, and distribution of legal documents, records and correspondence; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Legal Support Manager is the highest-level class in the legal clerical series. Legal Support Managers are responsible for planning, organizing, and directing, through subordinate supervisors, the clerical activities and operations of one or more functional organizational divisions, or a branch office. This class is distinguished from the next lower class, Legal Support Supervisor II, in that the latter is a second-line supervisor responsible for supervising and evaluating the work of legal clerical staff in more than one functional unit.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, supervises, and coordinates the legal clerical activities involved in the preparation, processing, review, maintenance and distribution of legal records, documents, reports and correspondence.
2. Assigns, reviews, and evaluates the work of subordinates.
3. Assists in developing and implementing office policies and procedures.
4. Coordinates legal clerical activities with other divisions, the courts, and other components of the criminal justice system.
5. Compiles and analyzes statistical data for inclusion in reports and budget requests.
6. Prepares reports and correspondence.
7. Participates in the selection and training activities of clerical personnel.
8. Interprets laws and regulations pertaining to legal document processing.
9. Consults with attorneys and personnel from state and federal law enforcement agencies concerning legal document processing.
10. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and techniques of supervision and training.
- Principles and techniques of office administration and management.
- Legal documents and terminologies.
- Computerized information systems and data processing.
- Statistical and fiscal record keeping principles and application.
- County structure, operation, and functions.
- Telephone, office, and online etiquette.

- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Organize and evaluate workflow and establish priorities.
- Monitor, review, and evaluate the work of subordinates.
- Effectively communicate in oral and written form.
- Interpret and explain laws, regulations, policies, and procedures pertaining to legal documents.
- Deal effectively with attorneys, law enforcement personnel, court personnel, co-workers, and the public.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: four (4) years of progressively responsible legal clerical experience, one (1) year of which was at the level of Legal Support Supervisor II with the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration:

None required.

Working Conditions:

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: June 25, 1982
Revised January 2, 2002
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